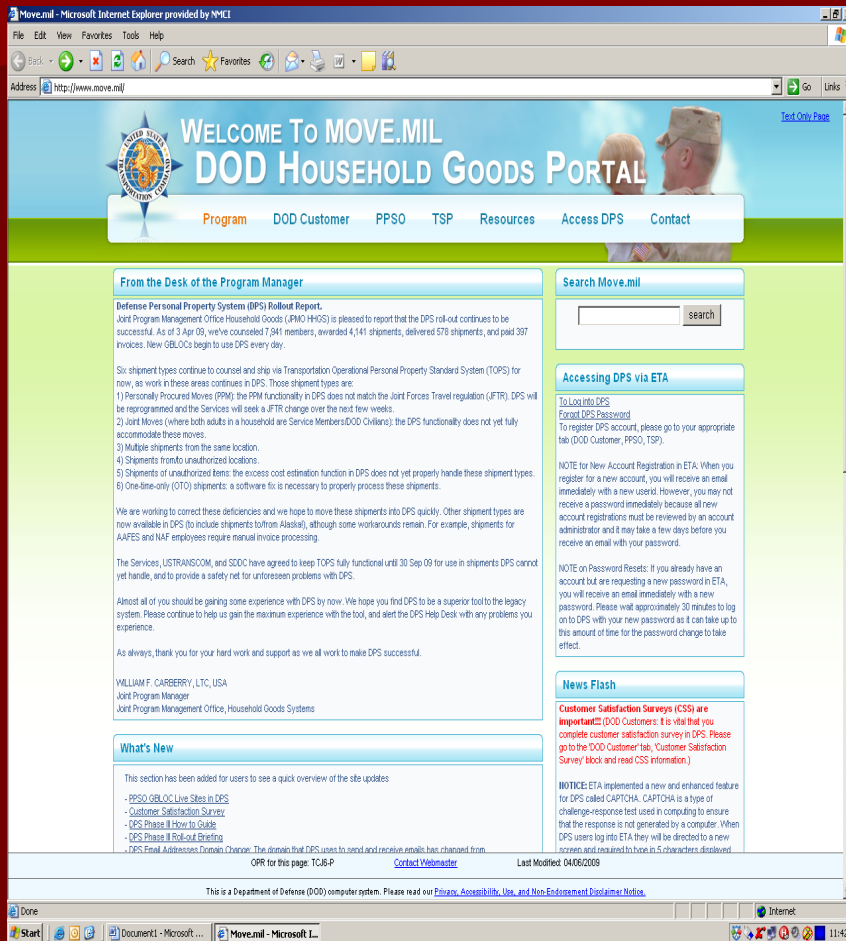


# DPS ACCOUNT SET-UP

MCBH KANEOHE BAY HI  
TRAFFIC MANAGEMENT OFFICE  
Front Desk Help: (808) 257-3566

# Step 1:



- Log-in on to this Website <http://www.move.mil>
- Click on the upper tab **“DOD Customer”** to get started.
- On the right side bar, click on **“To Register for a DPS Account”** to create a new account.

# Step 2:

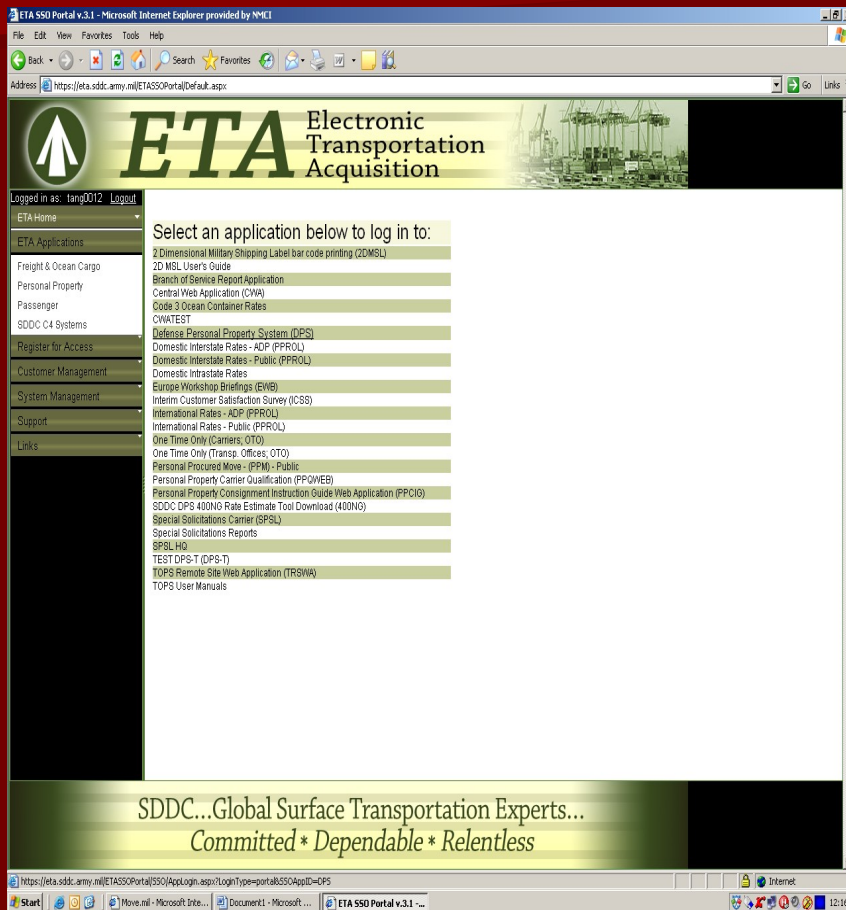
The screenshot shows a web browser window titled "DPS DOD Customer Registration - Microsoft Internet Explorer provided by NMCI". The address bar shows the URL "https://eta.sddc.army.mil/dps/register/dodCustomer.aspx". The page header includes the "ETA" logo and the text "Electronic Transportation Acquisition". Below this is a yellow banner with the text "Defense Personal Property System (DPS) - DOD Customer Registration". A link "Forgot password?" is visible. The registration form contains the following fields: "Social Security Number (Coast Guard, use EIN)", "First Name", "Last Name", "Phone Number", "Email Address", and "Branch of Service" (a dropdown menu). At the bottom of the form are "Submit" and "Reset" buttons. The Windows taskbar at the bottom shows the Start button, taskbar icons for "Move.mil - Microsoft Inte...", "Document1 - Microsoft...", and "DPS DOD Customer R...", and a system clock showing "11:53".

- Enter your Full Social Security Number, First Name, last Name, Phone Number, and your personal e-mail address.
- Return to the Main screen of DPS, click on the upper tab **"Access DPS"** to log-in to the system.
- You should receive the email with your password within the next few hours. **DO NOT ERASE THIS E-MAIL!** You will need to keep that password in order to check on your shipment.

# Step 3:

- Click on the box, ensuring that you have read the DoD Consent Form.
- Enter your user ID (your SSN) that you entered during ETA registration and the password that was e-mailed to you from ETA.
- Enter the verification code that you see above to access DPS. . (It is not case sensitive).

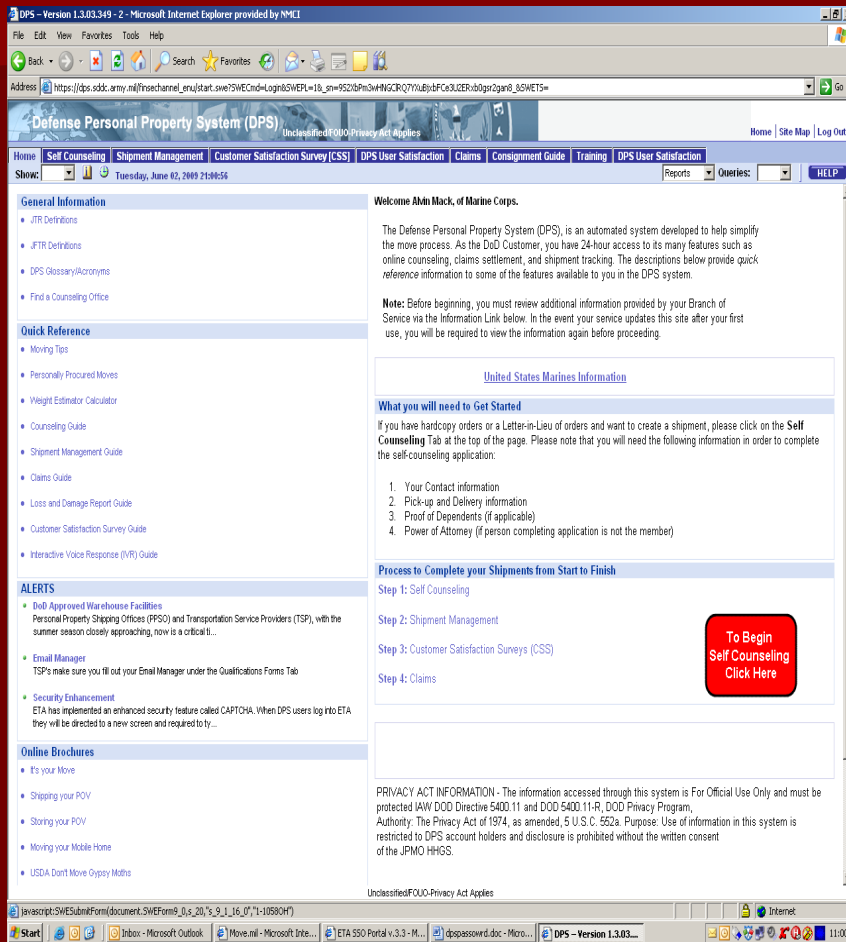
# Step 4:



- Once you log-in, on the left side bar, click on **“Personal Property”**.
- Another screen will appear, with an option to select an application below to log-in to:
- Click on the application **“Defense Personal Property System (DPS)”**.
- Enter the verification code that you see above to access DPS. (It is not case sensitive).

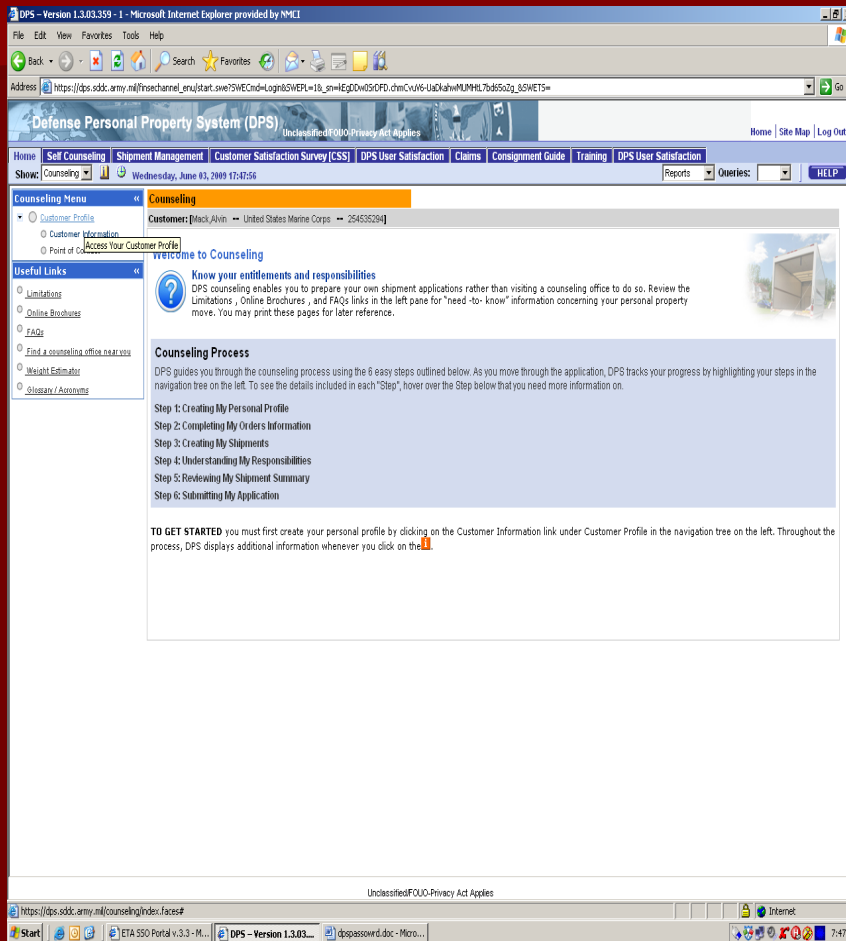
NOTE: This page will Pop-Up. MUST ALLOW POP-UP, so you will need to disable the Pop-up Blocker.

# Step 5:



- Before beginning, you need to click on the branch of Service as indicated on screen: **United States Marines Information**
- Then you click on the Long red box below that says **“Click here to Acknowledge Service Specific information”.**
- After that, to begin click on the Red Square that says **“To begin Self Counseling Click Here”.**

# Step 6:



- On the upper left corner, under counseling menu, click on **“Customer Profile”**.
- To begin, click on **“Your Customer Information”**.
- Fill out your information as best to your knowledge. To continue on, Click on **“Next”** Tab on the bottom of the screen. After you complete the On-line information. Bring in all proper documents (4-7 sets of your Web Orders, 2 copies of Power of Attorney, 2 motorcycle/firearm registration).

# Frequently Asked Questions:

- **If I do not have an address yet at my next PCS?**
  - All you need is the city and state of your next PCS and YOUR phone number. On the address line you can either put your duty stations' name or the command you are going to. Regardless if you do or do not have an address, your shipment will go into Storage in-Transit (SIT). Upon your arrival at your next PCS, JPPSO will contact you to schedule a date for delivery.
- **What is In-transit address?**
  - This is the address of anyone who is not PCSing with you. This contact is for JPPSO in case they cannot get a hold of you. EX: Parents Address.
- Once you reach the Additional Information and you ARE shipping a POV, **you will NOT click add POV**. You will be filling out a separate form for your POV.

**FAILURE TO MAKE APPOINTEMENT AND COME INTO  
THE TMO OFFICE WILL RESULT IN YOUR  
HOUSEHOLD GOODS NOT BEING PROCESSED!!**



# Example "WEB ORDERS"



## USMC WEB ORDERS

### PERSONAL/ORDERS INFORMATION

NAME:	DOE, JOHN
RANK:	SGT
SSN:	123456789
PMOS:	5711
FUTURE MCC:	1GR
ESTIMATED DATE OF DEPARTURE:	12/10/2009 12:00 00 AM
ESTIMATED DATE OF ARRIVAL:	1/9/2010 12:00 00 AM
ISSUED DATE:	7/24/2009 1:21:00 PM
PRESENT MCC:	1JF
PRESENT MCC DESCRIPTION:	MALS 24/HQ MAG 24 1 <sup>ST</sup> MAW KANEONE BAY, HI

Comment [j1]: MEMBERS' NAME

Comment [j2]: MEMBERS' SSN

Comment [j3]: ORDERS DATE

Comment [j4]: UNIT ISSUING ORDERS

### MCTFS TRANSACTION INFORMATION

TRANSACTION DATE	TRANSACTION TYPE
7/24/2009 1:21:00 PM	010

DATE DESIGNATED DIRECT AND TRANSFER MARINE TO PROCEED AND REPORT TO NEAREST UNITED STATES MARINE CORPS ACTIVITY CONTINENTAL UNITED STATES FOR FURTHER TRANSFER TO 1<sup>ST</sup> LAR BN 1STMARDIV CAMP PENDLETON CA MONITORED COMMAND CODE 1GR NOT LATER THAN 09 Jan 2010 FOR DUTY. CURRENT EDITIONS OF MARINE ORDERS P1300.8, 4650.30, 5512.4, P1000.6 AND BUREAU OF MEDICINE AND SURGERY INSTRUCTION 6320.1, P11000.22 MAY APPLY. ENSURE SERVICE RECORDS AND HEALTH RECORDS ACCOMPANY MARINE. MEMBER MAY BE AUTHORIZED (GRANTED) 45 DAYS LEAVE BY COMMANDER IN CONJUNCTION WITH PERMANENT CHANGE OF STATION OF STATION ORDERS PROVIDED ELIGIBILITY REQUIREMENTS ARE MET. SUBMIT APPLICATION

Comment [j5]: GAINING COMMAND

Comment [j6]: REPORT-IN DATE